

Water Conservation Assistant (part-time, temporary)

(Classification Title: Program Assistant)

\$20.00-25.00 per hour to start (Depending on Experience)

Open Until Filled

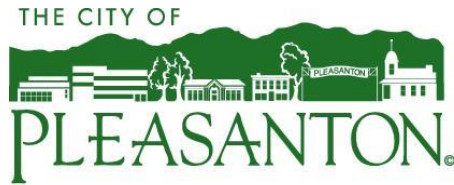
The Water Conservation Program seeks a part-time Water Conservation Assistant to work in the Water Conservation Program and Drought Center Assistant at the Operations Services Center, 3333 Busch Rd., Pleasanton, CA.

The Position: Under direction from the Water Conservation Manager, the Water Conservation Assistant will perform various duties to support projects and assignments related to the City's numerous water conservation programs and evolving emergency drought response.

Applicants must be able to work a flexible schedule, which includes weekdays (with hours of 7:00a.m. to 3:30p.m.), with occasional weekends (5-6 Saturdays a year). This is a part-time, temporary position, and cannot work more than 960 hours per fiscal year. This is a non-benefitted position.

Typical Duties

- Assist with development and content of educational water conservation displays in City buildings, as well as handouts and web content.
- Review, evaluate and process rebate applications for the City's Water-Efficient Landscape Program, High-Efficiency Toilets and Clothes Washer Programs.
- Track and report rebates, water-efficient devices, water consumption comparisons utilizing Microsoft Excel.
- Assist customers, over the phone or in person, with their water conservation efforts or issues using the Utility Billing software, and the City's water conservation programs.
- Perform analysis of various water use accounts for residential and non-residential customers.
- Prepare updates and information to be posted on the City's website.
- Work cooperatively with staff from City Departments, Divisions and external agencies for coordinating water conservation programs.
- Track and evaluate new technologies in the water conservation field for possible implementation.
- Represent the City's Water Conservation Program at water conservation booths at events (such as the Farmer's Market) in the City to provide water conservation information/education to the public (may require weekend, evenings and holidays).
- Assist in the Drought Center with customer calls and other related duties.
- Perform related duties as required.



The ideal candidate will:

- Possess an interest/passion in water resources and water sustainability
- Possess an Associate in Arts or Science degree from an accredited college, or currently be a junior/senior level college student in math, science or related fields.
- Possess good planning and organization skills.
- Possess excellent customer service skills, oral, and written communication skills.
- Possess knowledge of Microsoft Outlook, Word, Excel and Power Point programs.
- Possess the ability to work independently on water conservation projects, upon training, in their entirety.
- Possess the ability to multi task and prioritize assignments.
- Able to assist the public and City employees in a tactful and courteous manner; and establish and maintain effective working relationships.
- Be able to lift 20 pounds of program equipment, and safely move, set up, operate, and take down equipment.
- Possess a valid California Class C driver's license.

The Selection Process: The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position. The position will remain open until filled.

If you are interested in this position, please complete the online City application available at <http://www.cityofpleasantonca.gov/gov/depts/hr/jobs/default.asp>. Applications are also available in the Human Resources Department at 123 Main Street.

If you have questions about this position, you may contact Rita Di Candia at 925-931-5513.

Applications will be accepted until the position is filled. Incomplete applications will not be accepted.